

VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: 13-018

OPEN TO: All Interested Candidates

POSITION: Residence Manager

OPENING DATE: August 30, 2013

CLOSING DATE: September 13, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: HK\$20,000 to HK\$25,000 per month (Starting salary)

TYPE OF EMPLOYMENT: Personal contract with the Consul General; on annual renewal contract basis

NOTE: ALL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

The incumbent serves as the Residence Manager at the official residence of the Consul General. The incumbent coordinates representational events, handles logistics and financial requirements of the Consul General's residence operations and of representational functions, and manages an ORE staff of 4 persons. **Applicants must be willing to work during weekends, holidays and evenings. Work location is in the Peak level.**

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. 2 years of college education is required.
2. At least one year of experience in protocol, hospitality industry, event management or other experience directly related to the duties listed above is required.
3. Level IV (fluency) speaking/reading/writing English is required.
4. Knowledge of social/cultural/diplomatic customs in Hong Kong and the U.S., and familiarity with the leading Hong Kong and U.S. officials and business persons are required.
5. Demonstrated computer application knowledge of Microsoft Office (Excel, Word and Outlook) products is required. Basic accounting skills are required.

6. Highly developed interpersonal and management skills are required.

BENEFITS AND WORKING CONDITIONS

Work days: 5 days per week

Work hours: 9 am to 6 pm, with 1 hour lunch

Overtime pay: Overtime pay if work exceeds 8 hours a day or 40 hours per week

Annual Leave: 14 days per year

Sick Leave: Sickness allowance (based on local labor law)

Other benefits: Year-end bonus, medical insurance, life insurance, employee's compensation and retirement contribution (5%)

Public holidays: 17 days

TO APPLY BY EMAIL

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae; or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

hrohongkong@state.gov

Human Resources Office

CLOSING DATE FOR THIS POSITION: SEPTEMBER 13, 2013